

❖ **SIS Assessment/Interview: Respondent Tips**

- ❖ SIS= Supports Intensity Scale
- ❖ The assessment focuses on supports that the individual needs to be successful in several life domains:
 - **Home Living Activities** **Community Living Activities** **Life Long Learning**
 - **Employment Activities** **Health & Safety** **Social Activities**
 - **Protection & Advocacy** **Exceptional Medical & Behavioral Support**
- ❖ The assessment is completed with a respondent network that is **coordinated by the case manager**. Assessors generally contact case managers **3 months** prior to the level of care end date to schedule the assessment. **** Timely scheduling is strongly encouraged. Cancellations cause a domino effect due to the number of assessments SIS Assessors need to complete.**
- ❖ SIS assessments shall include the following persons:
 - **Focus Person – Individual Being Assessed** - invited & encouraged to attend; has option to attend all, some or none. If focus person does not attend any portion of the assessment, the assessor will arrange to meet him/her prior to the assessment
 - **Two respondents** who meet the following criteria:
 - Have known the person at least **3 months**.
 - Have spent substantial **time** with the person in **one** or **more** settings
 - Residential supports essential for attendance
 - Fore knowledge of scheduled event
 - Are **prepared** to fully participate in the interview without distractions. The assessor will offer breaks at interim periods during the assessment for phone calls and such.
 - **Family** -invited but not required to participate
 - **Guardian** -invited but not required to participate
 - **Case Manager** -may serve as respondent if meets the criteria; if not as a respondent, CM is **encouraged** to attend. Attending the SIS aids the CM in facilitating the person centered planning process.
- ❖ SIS assessments take approximately **2.5 hours** to complete. They may take less time or more time depending on discussion of support needs. It is imperative that the respondents be able to stay for the duration of the assessment. Assessments must be conducted with the same respondents for every section. If a respondent must leave, the assessor, with input from the interview group will decide:
 - To stop the current session and wait for the same respondent to return OR
 - To stop the current session and re-convene the same group later to finish the remaining sections OR
 - To stop the current session and start from the beginning with a different group.
- ❖ The assessment shall be scheduled at a location that will comfortably seat 4-5 people for two to three hours. It is helpful to have a table as respondents do have several papers to hold/use throughout the assessment. If the person is unlikely to stay for the duration of the assessment, any needed supports shall be planned to not require one of the respondents to leave the assessment. Only in **exceptional** situations will the assessment be conducted in the residential setting.
- ❖ Some of the questions are sensitive with respect to personal care, such as toileting & personal hygiene. Other questions address supports for medical & behavior needs as well as mental & emotional health supports. It is necessary to ask all questions on the SIS; if you feel that questions may be too sensitive & would likely result in embarrassment or defensiveness, please discuss with the interviewer prior to the meeting.
- ❖ It is important that the individual understand that there are no “right or wrong” answers, the assessment is not a test, it is a means to assess the supports a person needs to be as **SUCCESSFUL** as any other person of the same age & gender living in their respective community.